Introduction

2017 Performance Evaluations for Georgia Southern Staff

Greetings Georgia Southern Employees,

As you know, Georgia Southern requires annual performance evaluations for all staff annually. Instructions to log into the PeopleAdmin Performance Management Portal can be found in the following pages. Further, additional information and an evaluation workflow map have been included.

Employee evaluations provide an opportunity for you to provide one-on-one dialogue on the performance and direction of the employee’s performance. Opportunities during the year

Let’s strive for 100% completion of performance evaluations during this time period.

If you have any questions, please let me know.

Thank You,

Greg Wurth
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Evaluation Period

This evaluation period will cover work between the period of

**January 1, 2016 – December 31, 2016.**

Work and development done outside of that time period will not be considered during this evaluation.

Competencies

Each employee will be evaluated on specific job competencies. However, **employees who supervise benefited staff should be evaluated on additional competencies.** If a competency does not apply to an employee’s job description, please select the **NOT APPLICABLE** rating.

<table>
<thead>
<tr>
<th>All Employees should be evaluated on the following competencies.</th>
<th>Additional Competencies for employees who supervise benefited staff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adherence to University Policy</td>
<td>Leadership</td>
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<tr>
<td>Job Knowledge</td>
<td>Planning &amp; Organization</td>
</tr>
<tr>
<td>Quality of Work</td>
<td>Decision Making</td>
</tr>
<tr>
<td>Cooperativeness</td>
<td>Accountability</td>
</tr>
<tr>
<td>Dependability</td>
<td>Application of Policies &amp; Procedures</td>
</tr>
<tr>
<td>Interpersonal/Communication Skills</td>
<td>Workplace Safety Leadership</td>
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<tr>
<td>Workplace Safety</td>
<td>Drive for Results/Resource Management</td>
</tr>
<tr>
<td></td>
<td>Vision/Direction Setting</td>
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</tbody>
</table>

Rating Criteria

- **Exceeds:** This rating is only to be used for those who have gone above and beyond.
- **Satisfactory:** This rating is for those who have done their job well and as expected.
- **Needs Improvement:** This rating is for those who have an area of minor weakness that needs to be addressed. This could be a simple fix.
- **Unsatisfactory:** This is a major area of emphasis that will need a large amount of attention moving forward. If this rating is chosen, please schedule timely follow up action.
- **Not Applicable:** This is not a “middle of the road” rating. Only use this rating if the competency area absolutely does not apply to the employee.
Directions

Employee’s are required to acknowledge the evaluation after the manager reviews the document with them.

**STEP 1:** To complete your self evaluation or view your performance evaluation from your supervisor, visit [https://employment.georgiasouthern.edu/hr/sessions/new](https://employment.georgiasouthern.edu/hr/sessions/new). Log into this page using your My.GeorgiaSouthern username and password. Once in, click on the Go to Performance Management Portal link.

**STEP 2:** Once you are in PeopleAdmin, click on the Go to Performance Management Portal link.

**STEP 3:** If your manager asks you to do a Self Evaluation, please click on the blue link to begin. If you must log out before finishing your self evaluation, make sure you scroll to the bottom and select Save Draft to save your progress. If you do not see this link yet, your supervisor has not acknowledged the evaluation plan in order to give you access.

**NOTE:** If a self evaluation is not required or wanted by your manager, you may see the image below when it is time for you to take action. If you only want to view your Supervisor’s Evaluation to read, comment and acknowledge, please select Employee Acknowledges Evaluation.

Please read through all competency areas fully noting each rating and the associated comments provided. When you reach the bottom of the page, please add your comments regarding the performance evaluation and then Acknowledge. Please be aware that your comments are visible to your manager.

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Directions

4. Once you have acknowledged the evaluation, you will immediately be taken to the below page. At this point you can click on the Supervisor Evaluation icon to view and/or print.

5. A page will open with the full evaluation summary. Select Actions and then Print if you would like a copy. Please keep in mind, these evaluations are accessible to you in this system at anytime.

7. Now you can Logout.

Should you have questions, please email gwruth@georgiasouthern.edu

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